

~~SECRET~~

Executive Registry  
5-7516

~~CONFIDENTIAL~~

JUL 6 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Increase in Table of Organization for the Cable Secretariat.

25X1A 1. Attached as Annex A is a memorandum dated 8 June 1954 from the Executive Assistant to the Director, requesting a net addition of [REDACTED] positions in the Cable Secretariat.

2. The additional positions, with the minor internal reorganization proposed, will:

a. Afford greater flexibility in scheduling watch-officer coverage twenty-four hours a day, seven days a week.

b. Increase the processing capability of the Cable Secretariat.

25X1A c. By virtue of a. and b. above, relieve some of the pressure and overtime which have resulted from the steadily increasing volume of cable traffic over the past year.

3. The request for [REDACTED] additional positions results from a proposal to create nine new positions and delete four existing positions, as follows:

25X1A [REDACTED]

4. The concurrence of the Deputy Assistant Director for Personnel (subject to subsequent classification review of the GS 11 Assistant Watch Officer positions) is attached as Annex B.

5. In Annex C, the Chief, Budget Division states that approval of this request will necessitate a ceiling increase of [REDACTED] at an estimated cost of \$26,025 and that funds to cover this increase have been requested in the 1955 Operating Budget for the Cable Secretariat.

25X1A

OFFICE OF THE DEPUTY DIRECTOR

~~CONFIDENTIAL~~

25X1A

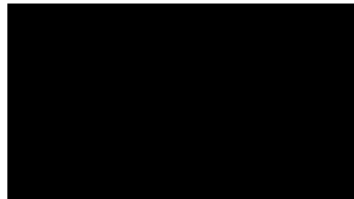
6. Approval of this request will require an increase in the present personnel ceiling of the Cable Secretariat from [REDACTED] to [REDACTED] with a concomitant withdrawal of [REDACTED] positions from the Director's reserve. A request for this withdrawal has been prepared for your signature and is attached as Annex D.

25X1A

25X1A

7. Your approval is recommended.

25X1A9a



Chief, Management Staff

ATTACHMENTS:

- Annex A - Proposal
- Annex B - Concurrence of AD/P
- Annex C - Concurrence of Budget Div.
- Annex D - Request for Withdrawal

\* APPROVED:

Date:

*3 Aug 81*

25X1A

FOIAb3b

[REDACTED]  
L. K. WHITE  
Deputy Director (Administration)

Since this is an increase of [REDACTED] positions in the Office of the Director, a corresponding decrease in the Director's Reserve will be effected.

*LKW*  
LKW

DISTRIBUTION:

- Orig. & 1 - Office of Personnel
- 2 - DD/A
- 2 - Exec. Asst. to the Director
- 1 - Comptroller
- 1 - MS Comeback

25X1A

Approved For Release 1999/09/07 : CIA-RDP78-03568A000800050011-6

Approved For Release 1999/09/07 : CIA-RDP78-03568A000800050011-6